

# Little Traverse Bay Bands of Odawa Indians

## Job Posting

<b>Job Title:</b>	<b>POLICE DISPATCHER</b>
<b>Department:</b>	Law Enforcement
<b>Reports To:</b>	Deputy Director
<b>Status:</b>	Non – Exempt
<b>Salary Range:</b>	\$10.50 to \$13.95 per hr.
<b>Level:</b>	1
<b>Opens:</b>	November 17, 2015
<b>Closes:</b>	December 08, 2015

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### SUMMARY

Receive complaints from public concerning police emergencies and broadcast orders to units to investigate.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Relay instructions or questions from remote units.
- Provide administrative support by typing and filing reports submitted by police officers, maintains comprehensive filing system.
- Record calls broadcast and complaints received.
- Responsible for incoming and outgoing mail.
- Question callers to determine location and seriousness of emergency and response needed. Provide information on resources to assist tribal members in time of need.
- Contact police officers to verify assignment locations, monitors dispatched units and, when necessary, helps officers as an escort whenever an individual is taken into custody and must be transported to and from incarceration or for needed medical attention.
- May be required to work flexible shifts.
- Maintain strict confidentiality on all police matters.

### QUALIFICATIONS

Good public relations and excellent interpersonal skills required. Must obtain LEIN Certification by Michigan State Police Field Services Division. Must attend BIA Dispatcher 80 hour course in Artesia, New Mexico.

### EDUCATION AND EXPERIENCE

Minimum High School diploma or equivalent and two (2) years experience working in law enforcement, dispatching or a call center. Associates degree in criminal justice or business administration is preferred. Experience working for a tribal police department is desired. High level of computer competency is required.

### COMMENTS

Indian Preference will apply.